

DEPUTY SHERIFF - LIEUTENANT

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult protective service and administrative work performing a specialized task or assisting with the supervision of a large division; does related work as required. The work may be performed under emergency conditions and involve considerable personal hazard. Work is performed under general supervision. Supervision is exercised over subordinate protective service, technical and clerical personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and participating in the work of a division of the Sheriff's Office; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises the work of sergeants, corporals, deputies and investigators on an assigned shift; conducts briefings to provide staff with information needed to perform their job; assigns daily duty activities; provides direction and guidance as needed; reviews work of officers including notes and reports prepared for shift activities; schedules personnel for special events, holidays and selective enforcement; supervises the assignment of calls for service through dispatch.
- Evaluates performance of law enforcement personnel on assigned shift; oversees field training of new employees; conducts riot and other training; updates division of new laws; investigates complaints against employees; investigates internal cases and recommends disciplinary action; handles questions and complaints from walk-ins at headquarters or detention center.
- Performs a variety of administrative duties associated with supervising a shift to include preparing reports, documenting incidents, maintaining records, etc.; maintains supplies and forms; maintains all vehicle and radar calibrations; administers grants.
- Performs the duties of a Deputy Sheriff as needed to include gathering information in criminal and civil investigations, collecting and securing evidence, testifying in court, enforcing traffic laws and regulations, etc.
- Receives, stores and disposes of evidence, seized property and levied property in security room; inventories all Sheriff's Office property; transports evidence to and picks up from lab; releases property to owners.
- Oversees Sheriff's Office equipment and vehicle maintenance; installs, removes, and repairs vehicle equipment; schedules vehicle radio repair and maintenance; schedules new and wrecked vehicle setup; obtains registration; assigns vehicles; prepares vehicle equipment orders; prepares uniform and related equipment orders; issues uniforms and related equipment.
- Oversees and participates in planning, organizing and conducting criminal investigations.
- Reviews daily security checks; supervises security maintenance; reviews and files daily population reports; schedules tours of facility; supervises and reviews kitchen operations; schedules court appearances and work details; holds inmate disciplinary hearings.
- Supervises service of civil process, levies and seizures of property; oversees sale of seized property and extradition of wanted persons.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the laws and regulations relating to law enforcement administration; comprehensive knowledge of department rules and regulations; comprehensive knowledge of local and State laws and ordinances; thorough knowledge of the geography of the County and the location of important buildings; ability to assign, direct and supervise the work of subordinate staff; ability to deal with the public firmly and tactfully; ability to analyze complex police problems and to adopt quick and effective reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates, law enforcement officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in law enforcement including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Basic Law Enforcement Certificate issued by the Commonwealth of Virginia. Possession of or ability to obtain specific certifications depending on departmental assignment. Must meet and

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maintain minimum qualifications for the position established by the department and the Commonwealth of Virginia.

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